How to create a new account

From the online registration search & register page, click on ‘Create Account’

Step 1 – type the numbers you see on the screen, click next step

Step 2 – Enter required information of social security number, first name, last name, and date of birth, as well as optional information of middle name and former last name; click next step.
  o If the computer system determines that you may already exist in our system, you will not be allowed to proceed. You can reset your password or create an account by clicking Reactivate Account.

Step 3 – Enter Gender, email address (twice to confirm), phone type, telephone number, and ethnic group (click the look-up icon and select appropriate option); click next step

Step 4 – Complete address, city, state, postal code, and country. Select appropriate county, municipality, and school district from the drop down choices. Click next step.

Step 5 - Create password and enter twice to confirm

Step 6 – Review and confirm all information is correct. Click Create Account. Or, if you find a mistake, click Edit Account to make necessary revisions.

Step 7 – Congratulations! Account is created. Print or record your student ID. Click Continue. Click “continuing Ed. Class Search” to begin searching for a class. Or, if you already had classes in your cart, click large shopping cart icon in center of the page to continue.